

ECPGR Programme Specialist

The incumbent will work under the supervision of the ECPGR Coordinator, Regional Office for Europe, to carry out the following tasks:

1. Manage comprehensive publication processes for ECPGR documents, including:
 - Compiling and editing of material (administrative and technical reports, proceedings, proposals and scientific papers)
 - Interacting with internal and external authors
 - Managing/coordinating with out-contracted editor as relevant
 - Preparing final publications in coordination with internal staff as relevant

2. Provide support to the ECPGR Networks and Working Groups in the follow-up of their workplans, e.g.:
 - Gathering, analyzing, synthesizing information about scientific issues and reporting on conclusions reached
 - Responding to external and internal inquiries for technical information; liaising with external partners and internal staff on scientific issues

3. Perform information and literature searches as relevant for points 1 and 2 above

4. Represent the group in external activities (*occasionally attending ECPGR meetings*)

5. Perform other duties as required.